**FYFIELD AND WEST OVERTON PARISH COUNCIL 4 – 2019/20**

Minutes of the **PARISH COUNCIL MEETING** held on the 25th November 2019 at 7.00pm in the Kennet Valley Hall.

**Present:** Cllr S Nichols (Chair), Cllr J Drew, Cllr D Woolley, Cllr G Emberlin, Cllr A Miller, Cllr A Baring, Cllr L Staddon, Cllr J Turner, Cllr L Davies & Cllr M Dissanayake.

**Apologies:** Unitary Cllr J Davies & PCSO M Camilleri.

**In attendance:** S Roberts (Clerk).

Cllr Sarah Nichols advised the Parish Council of the resignation of Nick Fisk. In his absence she thanked him for his time and hard work on the Council and wished him well for the future.

**Declarations of interest:** None

The Council has been advised by WALC it is no longer necessary for councillors to declare an interest in the setting of the Precept.

**Dispensations:** None

1. **MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the September meeting and the October EGM were approved and signed as a true record.
2. **MATTERS ARISING FROM THE MINUTES**
* Knights Close Play Area in West Overton – The installation of the new playground equipment is now complete and lots of positive comments have been made. It was agreed Marlborough News Online should be asked to do an article on the refurbishment with a photo. **Action Clerk**

All other matters arising are covered under the headings below.

1. **TRAFFIC/ROAD SAFETY/POLICE (JT)**

**Lockeridge**

Community Speed Watch – a call for volunteers was issued in early October yielding 9 volunteers including Cllrs J Turner and J Drew. A further call will be issued in the December issue of Upper Kennet News before proceeding with the necessary training. The Kennet Valley School have offered support for the initiative and have kindly agreed to make their hall available for the training free of charge.

Consideration is being given to the purchase of a Speed Indicator Device and the possibility of a joint purchase with Froxfield Parish Council is being explored.

**A4 – The Bell road safety issues**

Following on from the CATG meeting in June 2019 where our request for the installation of traffic islands at the Bell turning on the A4 was not supported a letter was sent to Claire Perry O’Neill. Mrs Perry O’Neill referred the letter to the Wiltshire Council Cabinet Member for Highways and to date no response has been received. Cllr S Nichols attended a WHS coordination meeting in early November where the WHS expressed a keen interest to work with us on the road safety issues but were against the possibility of traffic islands at the junction of the Bell.

**Fyfield. A4 - parking restrictions**

The Parish Council’s request for the imposition of parking restrictions on the hill in both directions in the vicinity of the Fyfield filling station was supported by CATG and referred to the Wiltshire Council waiting restrictions team for consideration. As yet we have no implementation date, we will be updated in January 2020.

**A4 - road safety**.

The Parish Council has continued to collaborate with the Avebury and Manton Parish Councils and Traffic Groups and a joint letter has been sent to Claire Perry O’Neill to express the shared concerns about traffic safety issues along the A4.

The Parish Council has submitted a request to CATG to be considered at their December meeting for additional horse rider signage on the A4 in both directions in the vicinity of North Farm to warn motorists of horses crossing the busy road to / from the fields on the south side. North Farm as a primary user has kindly agreed to provide a financial contribution should the request be supported.

**Frog Lane.**

Following a request from a parishioner for assistance with persistent flooding at Frog Lane, West Overton the Parish Council have corresponded with Wiltshire Council Highways. The gullies have now been jetted and a site visit carried out by Wiltshire Council Highways. Unfortunately, it appears this is unlikely to fully alleviate the problem and Martin Cook from Wiltshire Council Highways is of the opinion this has previously been an open piped water course across private land and as such is the responsibility of the landowner, the sewer is not included in Thames Water records. The Parish Council has been asked if they are able to provide an opinion. The Council discussed the predicament and although they are sympathetic towards the parishioners there is nothing more within their extremely limited powers they can do.

**Reminders**

On the approach to autumn / winter Councillors are reminded;

of the invitation to notify the Council of blocked gullies which require emptying in addition to routine maintenance arrangements. Please notify Cllr J Turner of any gullies requiring attention in your villages for co ordination of a response to Wiltshire Council. All residents are encouraged to report potholes, dangerous trees etc via the ‘My Wiltshire’ app ( [http://www.wiltshire.gov.uk/mywiltshire-online-reporting](http://www.wiltshire.gov.uk/mywiltshire-online-reporting%22%20%5Ct%20%22_blank) )

*Please see full report attached.*

1. **DEFIBRILLATORS (JT & MD)**

The Parish Council has now signed an agreement with SWAST for the provision of 4 defibrillators for the Parish. Following a site visit with Julia Doel from SWAST the following three of the four proposed locations were confirmed as viable: the bus shelter at West Overton, The Who’da Thought It at Lockeridge (subject to confirmation from Wadworths) and the Church at Lower Fyfield. The fourth location, the bus shelter at Upper Fyfield has no power supply in the immediate vicinity and therefore could not be approved at this time. The possibility of using solar power needs to be explored for the Fyfield bus shelter and also contact made with SSE about connecting the power to the West Overton bus shelter.

The Kennet Valley Hall has expressed an interest in the provision of a defibrillator. At the recent site visit attended by Brian Rayment (Chair of the Kennet Valley Hall Committee) Julia Doel confirmed the Hall did not fit their criteria for locations (it must be within the centre of the community, ideally 200m travel as the crow flies, the optimum distance of travel by a responder must be between 4 – 6 minutes) and therefore did not support this location.

The Parish Council discussed a letter received from Mr Rayment requesting the Council to either give the fourth defibrillator to the Hall or to part fund and install an additional one. The Council are unable to make a decision until the issue of obtaining power to the Fyfield bus shelter had been resolved. The Council discussed the affect of adding an additional £1000 onto the already increased Precept for fully funding an additional unit and also discussed the funds currently held by the Kennet Valley Hall. It was agreed that if the fourth location was not viable the additional unit could be passed onto the Hall but they would be responsible for the installation and associated costs. If it is necessary to order an additional unit for the Hall, given that they have already raised £500, they would be required to pay the full cost of the unit (discounted from £1800 to £1000) and the Parish Council will cover the cost of the installation.

*Please see full report attached.*

1. **STANDING ORDERS (DW & SR)**

The Standing Orders are in the final stages of being updated. A copy of the new Standing Orders and Financial Regulations will be circulated prior to adoption at the January Parish Council meeting.

1. **VE DAY**

The celebrations for the 75th anniversary of the end of the war in Europe is to take place on Friday 8th May, this has been designated as an early Bank Holiday. It was agreed to talk with both the Kennet Valley School and the Upper Kennet Churches to see if they had any plans in progress. **Action J Turner & Clerk**

1. **TELECOMMUNICATIONS (AM)**

Cllr A Miller briefed the Council on his dialogue with James Body from Bower Chalke to discuss how they had achieved their own self-supported mobile phone coverage. It would require a company to be set up, individual investment from all householders, a series of small masts positioned on houses designated as being in optimum locations and a landowner willing to run the cable. A Business Plan has been sent to the Council but it arrived within minutes of the start of the meeting and therefore had not been reviewed. It was agreed although the system was clearly working very well for Bower Chalke as a split Parish we would struggle to get all householders in the Parish involved in such a large-scale project, which would clearly involve investment from all parties concerned.

Following on from a previous unfruitful email to our local MP it was agreed to send a letter to our replacement MP after the General Election to highlight our plight.

1. **PARISH ASSETS (GE)**

Quotations are currently being sought for the repairs required to the fencing and painting of the play equipment at Taylors Green, Lower Fyfield. **Action Clerk**

The new glass for the Lockeridge bus shelter window will be ordered shortly. **Action G Emberlin**

Arrangements need to be made for the bus shelters to be swept, litter picked up, moss removed from the play surface on the Dene and also the guttering of the Lockeridge bus shelter. **Action Clerk**

1. **PLANNING (DW)**

The land known as Tumbledown has been registered with the Land Registry but no right of way has been acknowledged across Lockeridge Dene.

The ICO have written to the Parish Council after we provided valid reasons for not complying with a request for information under the Freedom of Information Act relating to Rivermead. Their somewhat confusing letter now refers to the Environmental Information Regulations, which is not the Act we were being asked to comply with. A suitable response has been made.

Consideration was given for a request for ‘No Parking’ signage on Lockeridge Dene. It was noted advertising consent would be required and signage would need to be fairly unobtrusive. **Action Clerk**

1. **CONSERVATION (JT)**

Cllr Jill Turner outlined the proposal for a community tree-planting project emanating from a project which had been developed in Wilsford and which included a ‘how to’ guide. Trees would be provided free of charge from the Woodland Trust. Willing landowners and volunteers would need to be found and there would be a small outlay to cover the cost of stakes and guards. Three landowners have already expressed an interest in the project. It was agreed to invite Alex Hickman; leader of the Wilsford project to a meeting in the spring to talk about the project in more detail. **Action J Turner**

1. **RIGHTS OF WAY (LD)**

Although contact has been made on numerous occasions with Steve Leonard from Wiltshire Council footpath Fyfield 11 still remains only partially cleared.

1. **EMERGENCY RESPONSE (JT)**

The team met in November to review the Plan, check the facilities and emergency equipment in the designated emergency HQ (Kennet Valley Hall) and consider the submission of a bid for the SSE power company fund in 2020.

The team had considered requesting funding for a small generator to be housed at the Kennet Valley Hall however the Hall Committee were not supportive of this proposal. James Sheppard at Rivermead House has kindly offered to store the generator in his new barn if our funding bid is successful.

1. **COMMUNICATIONS (AB)**

It was noted Parish Council meetings often occur after the copy date deadline for the Upper Kennet News. It was agreed to look at moving some of the future meeting dates to accommodate for this. **Action Clerk**

The final copy date for the January edition of the Upper Kennet News will be December 13th 2019.

1. **WEBSITE (JT & SR)**

This has not yet gone live and it was felt that pressure now needs to be put on the web designer to set up the generic emails and get it fully up and running for the new year. **Action Clerk**

1. **PEACOCK FIELD (MD)**

Cllr M Dissananyake provided a verbal update on the questions raised by our solicitor from the Sellers Pack and the responses we had provided. Progress on this project is currently slow due to the solicitor dealing with the sale being off work unwell.

1. **REPORTS FROM OTHER BODIES**

**Marlborough Area Board (JT)**

A summary of the November meeting has been circulated to all Councillors. Wiltshire Council will shortly distribute information regarding changes to recycling. The current blue bins and black boxes will be able to take a wider variety of recyclables and collection days may change but the frequency of collection will remain the same.

The next meeting will take place on Tuesday 28th January 2020 at 7pm.Cllr Jill Turner is due to attend.

**Kennet Valley Hall (JD)**

 The minutes of the last Kennet Valley Hall Committee meeting have not yet been finalised.

**Kennet Valley School (JT)**

No further progress has been made on the proposed upgrading of the school gates however some minor repairs to the existing gates are due to be undertaken shortly.

School Christmas Events:

12th December – Church service

13th December – Christmas fair

20th December – Carol Service

**Avebury World Heritage Site Steering Group (SN)**

The last meeting took place on 6th November. The Avebury WHS have secured £120,000 of Department of Transport Funds to develop a Sustainable Landscape Access, Transport and Tourism Strategy by April 2020. A series of workshops involving stakeholders will take place, the first of which is Tuesday 26th November to which Cllr Jayne Drew will attend on our behalf.

There was discussion around speed on the A4 and the joint initiative from our Parish Council and other councils on the A4.

The proposal to close the Avenue still seems to be firmly on the agenda in particular in relation to damage to the archaeology.

*Please see full report attached.*

**Marlborough Health and Wellbeing Group (JT)**

Following the successful Health and Wellbeing event held in Devizes in June 2019 a similar event is being planned by the Marlborough Health and Wellbeing Group, this will take place on 6th June 2020 in the Priory Gardens. The event will take the form of a market place to promote a wide range of organisations linked to health and wellbeing.

1. **FINANCE (DW)**
* The Finance Working Group met on 13th November 2019 to discuss the draft budget and Precept for 2020/21.
* The Parish Council considered the draft budget proposed by the Finance Working Group and the recommended Precept.
* Cllr D Woolley outlined the main increase in expenditure for the current financial year had been due to the installation of a rabbit proof fence at Lower Fyfield and legal fees relating to registering the Dene with the Land Registry and an increase in our Insurance to cover the Knights Close play equipment.
* The proposed increase for the following year has been exacerbated by the controversy surrounding the planning application relating to Rivermead House, which has caused a significant increase in workload. The Freedom of Information request if we are forced to comply with has the potential to cost the taxpayer in excess of £1,000.
* Other factors to be taken into consideration were increased grass cutting requirements, the larger number of trees the Council is now responsible for, the part purchase of a Speed Indicator Device, further training for the Clerk and councillors and the provision of another bin for dog waste.
* The Clerk’s salary has not been increased in line with the NALC guidelines for several years. It was agreed the Clerk’s salary should be increased from 1st April 2020 to the spinal column point 18 as per the National Joint Council agreed pay scales and her hours be increased from 8 to 10 hours per week. *Cllr S Nichols proposed, Cllr M Dissanayake seconded.*
* The Parish Council agreed the Precept be set at £19,000. *Cllr D Woolley proposed, Cllr A Miller seconded.*

 *Please see minutes of the Finance Working Group meeting attached.*

The accounts for the year to November 2019:

 Balance carried forward from last year: £7823.00

 Total receipts for the year to November 2019: £49289.75

 Total payments for year to November 2019: £45094.64

 The available (cash book) balance at 5 Nov 2019: £12018.11

 Sign Cheques:

The following cheques and invoices were approved & signed:

1248 S Roberts – Clerk salary Nov 19 – Dec 19 £809.12

1249 S Roberts – Clerk expenses Nov 19 – Dec 19 £33.90

1250 WALC – New Councillor Training £370.26

1251 W R Rammage – Fyfield grass cutting Oct/Nov £200.00

1252 Any Body Can Cook – Nov Youth Club £127.53

1253 Innov8Sportz – November Youth Club £80.00

Charitable donations were considered and awarded for the following local causes:

Over 60’s Group - £50

Upper Kennet Churches Winter Crisis Appeal - £50

Marlborough Area Poverty Action Group - £50

The meeting closed at 8.45 pm.

This is the last page of the minutes.

**PLEASE NOTE :** The next Parish Council meeting will be held on Monday 13th January 2020 at 7pm in the Kennet Valley Hall.